



UNIVERSITY OF HYDERABAD
Finance & Accounts

Ref No. UH/F&A/Accounts/2020-21/F.248

Dt. 2nd February, 2021

C I R C U L A R

Sub: Submission of Key Information to F&A Department by all Schools as per MHRD Guidelines for compilation and closing of Annual Accounts for the Year 2019-20.

Ref: Ref No. UH/F&A/Accounts/19-20/F.233 dt 03-03-2020.

Please refer to the F&A's Circular dated 03rd March, 2020, wherein it was requested to **provide the key information to F&A for the last Financial year 2019-20.**


Due to Covid 19, information could not be collected from Schools / Departments / Centres / Sections and the accounts were finalized with the available information. However, the Audit party (who audited the accounts of the University for the FY 2019-20 during 31 August – 8 October, 2020), was requested to allow the University to submit the information pertaining to **Physical Verification of Fixed Assets and Stock as per records**, in due course.

Since, submission of information to the audit is a statutory obligation, it is requested that all the Deans/Heads/In-charges/Directors of Schools / Departments / Centres / Sections to arrange to conduct the physical verification of Fixed Assets and Stock

- a) **held as on 31/03/2020** and to give a certificate in the prescribed format (Annexure-I&II) **by 19/02/2021** [for the FY 2019-20]
- b) **held as on 31/03/2021** and to give a certificate in the prescribed format (Annexure-III&IV) **by 20/04/2021** [for the FY 2020-21]

to enable this office to submit the same to the audit.

The matter may please be given top priority.


Finance Officer i/c 3/2/2021

To

All the Deans of the Schools / Heads of the Departments / Centres / Sections
Webmaster – with a request to upload on the UoH website



UNIVERSITY OF HYDERABAD

Annexure - I

Certificate on Physical Verification of Fixed Assets

This is to certify that this School / Department / Centre / Section has conducted physical verification of fixed assets held as on 31/03/2020 and certify that all the assets are physically available in the School / Department / Centre / Section as per the records and no deviation / shortage is observed.

Further, it is certified that all the records / information will be produced before the audit team as and when required.

Date:-----

Signature: _____

Place:-----

Name: _____

Authority: _____,
(Dean/Head/Director,etc.)

(Stamp)



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Annexure -II

Certificate on Physical Verification of stock

This is to certify that this School / Department / Centre / Section has conducted physical verification of Stock held as on 31/03/2020 and certify that all the stock is physically available in the School / Department / Centre / School as per the records and no deviation/shortage is observed.

Further, it is certified that all the records / information will be produced before the audit team as and when required.

Date:-----

Signature:_____

Place:-----

Name: _____

Authority: _____,
(Dean/Head/Director,etc.)

(Stamp)



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Annexure - III

Certificate on Physical Verification of Fixed Assets

This is to certify that this School / Department / Centre / Section has conducted physical verification of fixed assets held as on 31/03/2021 and certify that all the assets are physically available in the School / Department / Centre / Section as per the records and no deviation / shortage is observed.

Further, it is certified that all the records / information will be produced before the audit team as and when required.

Date:-----

Signature: _____

Place:-----

Name: _____

Authority: _____,
(Dean/Head/Director, etc.)

(Stamp)



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Annexure - IV

Certificate on Physical Verification of stock

This is to certify that this School / Department / Centre / Section has conducted physical verification of Stock held as on 31/03/2021 and certify that all the stock is physically available in the School / Department / Centre / School as per the records and no deviation/shortage is observed.

Further, it is certified that all the records / information will be produced before the audit team as and when required.

Date:-----

Signature:_____

Place:-----

Name: _____

Authority: _____,
(Dean/Head/Director,etc.)

(Stamp)